

## Message Text

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PAGE 01 STATE 254007  
ORIGIN SS-15

INFO OCT-01 ARA-10 ISO-00 SSO-00 CCO-00 A-01 OC-06  
/033 R

DRAFTED BY S/S-S:DJPLANTY:JCD

APPROVED BY S/S:DANDERSON

S/S-S:LJREDDY

S/S-EX (INFO)

-----100824 221353Z /43

P 220103Z OCT 77

FM SECSTATE WASHDC

TO AMEMBASSY BUENOS AIRES PRIORITY

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E.O. 11652: N/A

TAGS: OVIP (VANCE, CYRUS)

SUBJECT: SECRETARY'S VISIT TO; ARGENTINA: SECRETARIAT  
STAFF REQUIREMENTS

REF: STATE 252202

1. THE SECRETARIAT STAFF (S/S) ASSISTS IN THE PREPARATION  
OF THE SECRETARY'S SCHEDULE, IS RESPONSIBLE FOR ALL MATTERS  
CONCERNING THE PREPARATION OF BRIEFING MATERIAL FOR HIS USE,  
AND COORDINATES THE ACTIVITIES OF THE OFFICIAL PARTY. S/S  
ALSO MANAGES ALL TELEGRAMS AND OTHER INFORMATION FLOWING TO  
AND FROM THE PARTY (SEE SEPTTEL ON CABLE TRAFFIC) AND  
LIAISON BETWEEN THE PARTY AND THE HOST EMBASSY.

2. S/S PERSONNEL: SECRETARIAT TEAM CONSISTING OF ONE  
OFFICER AND ONE SECRETARY WILL PRECEDE THE SECRETARY TO  
CONSULT WITH POST IN ENSURING THAT ALL REQUIREMENTS ARE  
UNDERSTOOD AND MET.

NAMES AND TRAVEL INFORMATION FOR TEAM MEMBERS

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PAGE 02 STATE 254007

WILL BE PROVIDED SEPTELS.

3. S/S LIAISON OFFICER: THE POST SHOULD DESIGNATE AN S/S  
LIAISON OFFICER TO PROVIDE FULL-TIME ASSISTANCE TO S/S FROM  
THE ADVANCE TEAM'S ARRIVAL UNTIL THE ADVANCE TEAM'S  
DEPARTURE AFTER THE SECRETARY HAS LEFT. THIS IS TYPICALLY  
A MIDDLE-GRADE, SUBSTANTIVE OFFICER WITH ENOUGH TENURE AT

GOVERNMENT FUNCTION. HE OR SHE SHOULD BE FULLY READ INTO EMBASSY PREPARATIONS FOR THE VISIT AND PREPARED TO BRIEF THE S/S ADVANCE TEAM AT THE AIRPORT UPON ARRIVAL. HE OR SHE SHOULD ALSO ENSURE THAT A COMPLETE FILE OF ALL MESSAGES THE POST HAS RECEIVED OR TRANSMITTED RELATED TO THE VISIT, INCLUDING NODIS, IS MAINTAINED FOR S/S ADVANCE TEAM. PLEASE CABLE NAME OF S/S LIAISON OFFICER.

4. MEDIA REPORTS: ENGLISH-LANGUAGE TICKER SERVICE SUCH AS UPI, AP OR REUTER WILL BE NEEDED ON 24-HOUR BASIS. TEN PACKAGES OF CAREFULLY SELECTED SUBSTANTIVE ITEMS SHOULD BE DELIVERED TO S/S BY 0600 EACH MORNING AND AT TWO-HOUR INTERVALS THEREAFTER UNTIL 2400. THE S/S ADVANCE TEAM WILL INDICATE THE DATE AND TIME WHEN THIS SERVICE SHOULD START. POST SHOULD ARRANGE TO HAVE MACHINES RUN UNATTENDED BETWEEN 2300 AND 0500. THE FOLLOWING CRITERIA APPLY:

-- REPRODUCE EACH STORY - DO NOT FURNISH ORIGINALS TO S/S. EACH STORY SHOULD BEGIN ON A NEW PAGE. DO NOT REPRODUCE TWO OR MORE STORIES TOGETHER ON THE SAME PAGE.

-- ON SECRETARY'S COPY ONLY (ITSELF A PHOTOCOPY OF THE ORIGINAL), ATTACH A ONE OR TWO-SENTENCE SUMMARY OF EACH STORY, STRESSING NEW DEVELOPMENTS AND HIGHLIGHTING COMMENT OR OPINION, TYPED ON THREE-BY-FIVE INCH NOTEPAPER LIMITED OFFICIAL USE

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PAGE 03 STATE 254007

AND STAPLED TO THE UPPER RIGHT-HAND CORNER OF THE FIRST PAGE OF EACH STORY.

-- INDIVIDUALS SUPERVISING THIS FUNCTION SHOULD CONFER WITH S/S ADVANCE TEAM TO ASSURE UNDERSTANDING OF PROCEDURES. THIS INDIVIDUAL SHOULD NOT BE THE S/S LIAISON OFFICER.

TEN COPIES EACH OF THE LEADING ENGLISH-LANGUAGE DAILIES, SUCH AS THE INTERNATIONAL HERALD TRIBUNE, SHOULD BE MADE AVAILABLE TO S/S BY 0600. TEN COPIES OF THE USIS WIRELESS FILE SHOULD BE PROVIDED TO S/S AS SOON AS RECEIVED. US CURRENT NEWS WEEKLIES, I.E., TIME, NEWSWEEK, SHOULD ALSO BE MADE AVAILABLE.

5. SPECIAL ATTENTION IS CALLED TO S/S REQUIREMENTS FOR DUTY SECRETARIES AND COURIERS OUTLINED IN ADMIN/LOGISTICAL CABLE. S/S ADVANCE TEAM WILL REVIEW THESE WITH POST ON ARRIVAL.

6. INSTRUCTIONS ON TRIP SCHEDULING AND SCENARIO PREPARATION FOLLOW SEPTEL. VANCE

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NNN

## Message Attributes

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**Channel Indicators:** n/a  
**Current Classification:** UNCLASSIFIED  
**Concepts:** n/a  
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**Disposition Date:** 22 May 2009  
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**Enclosure:** n/a  
**Executive Order:** N/A  
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**TAGS:** OVIP, (VANCE, CYRUS)  
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**Review Markings:**  
Margaret P. Grafeld  
Declassified/Released  
US Department of State  
EO Systematic Review  
22 May 2009  
**Markings:** Margaret P. Grafeld Declassified/Released US Department of State EO Systematic Review 22 May 2009